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Reports 2

Assistant to DCI

Director of Training

Weekly Summary Report

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NO CHANGE in Class. ☐
☐ DECLASSIFIED
Class. CHANGED TO: TS S (C)
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1. On 22 April the Office of Training presented the first running of a course on basic expository writing. Professor [REDACTED] author of [REDACTED] has been placed under contract to the Office of Training to run this course. The course consists of ten two-hour class sessions. It is interesting to note that responses to the course announcement resulted in 76 candidates for enrollment in a class of 20. In view of the substantial requirement for the class, consultations with Professor [REDACTED] are being held to plan future runnings of the course. It may be possible to conduct two sessions of this course simultaneously.

2. Preliminary meetings have been held by representatives of the Office of Training and the Office of Research and Reports to discuss the content of a special course of instruction for GRR analysts.

3. On 18 April representatives of the Office of Training and the U. S. Air Force met to discuss the status of the special Air Force training program which the Agency has agreed to present. Seven Air Force officers have been selected for enrollment in the program, and the Air Force project officers expressed confidence that the remaining eight would be selected and available to receive training on the projected target date of Tuesday, 31 May.

4. The Acting Chief Instructor of the War Plans Staff Course is providing assistance to the Commanding Officer of the CIA Army Reserve Unit in the development of a series of inactive duty reserve training programs which will be appropriate for the training of Agency reservists in the event that the current proposal for a joint Agency reserve training organization is approved by the DCI and the Department of Defense.

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5. Arrangements are nearly completed for the first offering of the Special Clandestine Services Orientation to be given to senior DD/S personnel. Present plans provide for alternating the presentation of this orientation with presentations of the Clandestine Services Review course which is designed primarily for overseas returnees of the Clandestine Services.

6. The library of master tapes of native speakers now consists of approximately 15,000 tapes in 40 languages. The Office of Training is developing a descriptive catalog which will be helpful in affording the Agency the fullest use of these language training resources. Completion of the catalog will take at least six months with the present scale of effort that can be expended on it.

7. With the assistance of Mr. [REDACTED], SR Division, the Office of Training has organized and is now conducting a special Russian grammar review course to meet the needs of those who require special help in this subject. Six personnel are presently enrolled in the course which meets weekly for a two-hour session.

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8. The Foreign Service Institute began an intensive full-time course in Chinese for four personnel of the FE Division.

9. Of the seven wives who had indicated an interest in the special course in German which was arranged for dependents, only three wives arrived for the first meeting of the second week of instruction.

10. The Office of Training is arranging for participation by CIA reservists of all services to observe a special demonstration by the Marine Corps at Quantico on Thursday, 5 May. The feature of the demonstration will be a combined arms assault on a fortified position, stressing the capabilities of helicopters. Agency reservists who attend will be required to wear their Service uniforms.

11. Requirements received recently for part-time language training total 775 for Fiscal Year 1956 and 721 for Fiscal Year 1957; for full-time language training, they total 64 for Fiscal

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Year 1956 and 63 for Fiscal Year 1957. Requirements for internal part-time area training total 717 for Fiscal Year 1956 and 754 for Fiscal Year 1957. On the basis of these figures, the Office of Training will now be able to request authorization for the development of a staff of area specialists to be attached to the Language and External Training School, OTR, to meet these requirements. It will take approximately three years to staff up to strength in order to offer suitable programs to meet the full range of Agency requirements.

12. The Office of Training has requested clearances from the CIA components concerned, through their Training Officers, for release of the training manual, "Collection of Information for Intelligence Purposes," to selected agencies within the intelligence community. Once these clearances are obtained, the Office of Collection and Dissemination will establish a dissemination policy in collaboration with OTR to meet existing requests for copies of the manual.

13. As a result of negotiations with the Air Force, it has been agreed that Junior Officer Trainee personnel will not be required to complete a full year of duty before entering Officer Candidate School; also, that instead of the normal three-year tour of duty as commissioned officers, OCS JOTs will be commissioned for a two-year period in accordance with CIA's original agreement with the Air Force. Resolution of this problem in the light of recent changes in Air Force regulations restores the attractive features of recruiting draft-eligible JOTs.

14. The Cable Secretary has requested OTR to conduct a study to determine the potentiality of personnel for further development and advancement within the Cable Secretariat. The purpose of this study is to enable the Cable Secretary to work out an adequate Career Service Program that will benefit both the individual and the Agency. The Assessment and Evaluation Staff, OTR, will discuss procedures for this study with the Cable Secretary in the near future.

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